



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** School Finance Supervisor

**FLSA:** E

**SERVICE:** Unclassified

**REVISED:** 6/1/05

**Summary:** Under limited supervision, performs professional accounting work of moderate difficulty and supervises accounting staff; performs related work as assigned.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises assigned accounting staff
- Participates in accounting work relative federal, state and other funding.
- Maintains accounting records; manages subsidiary accounting records.
- Closes and balances accounts at the end of the fiscal year.
- Participates in studies of accounting systems, practices and procedures.
- Utilizes automated accounting system.
- Prepares financial reports such as accounts receivable, accounts payable, and deposits.
- Reviews financial records for accuracy; audits revenues.
- Monitors budgets, purchasing and preparation of governmental reports to ensure compliance.
- Assists others with budgets and complying with financial requirements.
- Analyzes financial cost accounting; gathers data for analysis.
- Prepares disbursements and payroll.
- Dependent on position, may prepare court documents for conservatorship and other probates estate management or coordinate indigent burials or conduct public auctions.
- Administers COBRA, health, life, dental, and vision insurance; maintains required reporting and record keeping.

### Knowledge and Skills:

- Knowledge of government and enterprise accounting practices and methods.
- Knowledge of financial record keeping and reporting procedures.
- Knowledge of grants administration and funding.
- Knowledge of financial reporting practices.
- Knowledge of principles and practices of supervision.
- Skill in using financial computerized accounting systems and spreadsheets.
- Skill in recording information clearly and completely and analyzing numerical reports and documents.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

### Minimum Qualifications:

Bachelor's Degree in Accounting, Finance or related field; AND three years experience in accounting/finance work; AND proficiency with specialized accounting software.